

To: Gullett, Brian[Gullett.Brian@epa.gov]
From: Lavoie, Tegan
Sent: Mon 8/29/2016 5:01:52 PM
Subject: RE: Travel request to Radford, VA

Hi Brian,

I'm putting in a travel request with ORAU and need to know the exact dates of my travel. Is it still from 9/18 to 9/21, or has it changed from 9/18 to 10/1?

Also, what fund is covering the trip?

Thanks in advance!
Tegan

From: Gullett, Brian
Sent: Monday, August 29, 2016 10:28 AM
To: Mitchell, Bill <mitchell.bill@epa.gov>; Greenwell, Dale <greenwell.dale@epa.gov>; Lavoie, Tegan <lavoie.tegan@epa.gov>; Aurell, Johanna <Aurell.Johanna@epa.gov>
Cc: Phelps, Lara <Phelps.Lara@epa.gov>
Subject: Travel request to Radford, VA

I've submitted the attached travel request for our Radford testing.

We'll depart Sunday afternoon 9/18. Dale and Tegan will return by October 1 in the government vehicle.

I have hotel reservations for all (including Tegan). Dale, your reservations currently run the whole time; you'll have to shorten them when you get to the hotel.

I've requested an SUV rental in Radford area for Bill, Johanna, and me. When Dale returns in the government vehicle, we'll turn in the rental and ride back in the gov car.

Tegan you'll have to work through Lara and ORISE to get your travel requested.